2025-2026 Bacon Academy Roles and Responsibilities

	Amy Begué Principal	**Jennifer Martin** Assistant Principal	**Michael Mal** Assistant Principal	**Kevin Burke** Athletic Director
Direct Reports	● Assistant Principals ● Office Professionals ● Athletic Director ● All teachers ● Nurse and nursing paraprofessionals ● School Safety Officer and Greeter	● World Language,Special Education, Health and Physical Education ● Special Education and Brick Paraprofessionals	● English, Social Studies, Science Technical Education, Business, Family and Consumer Science	● Coaches ● Athletic Trainer
Assignments	● School Improvement Plan ● School Regulations and Protocols ● School Safety ● Budget ● NEASC accreditation ● Evaluation of certified staff (Mathematics, School Counseling and Fine Arts departments) ● Evaluation of all staff ● Interview, hiring of new staff ● Student supervision for large after hour school events ● Chair 504 meetings for Grade 12 students ● Facilitator of Bacon Leadership Council and teacher leader development ● Bacon Parent Forum ● BA Student Advisory Group ● Design and implement professional development and training for all staff ● 8th Grade Orientation night ● Liaison to Colchester Athletic	● Evaluation of the, World Language, Special Education, Health and Physical Education education staff. ● Support the special education team through the development of service schedules and support supervision of the implementation of programming ● Development of the school's Program of Studies. ● Support teacher leaders with the implementation of professional learning communities. ● With support from the principal, development of Student Wellness and School Climate plans ● Supervision of after hour school events ● BA Student Advisory Group ● Chair PPT meetings for all grades ● Student Discipline for two grades. ● Interview, hiring of new staff	● Evaluation of: English, Social Studies, Technical Education, Business, Science, and Family Consumer Science departments ● District and Building MTSS ● Supervision of after hour school events ● Support teacher leaders with the implementation of professional learning communities. ● With support from the principal, development of Student Wellness and School Climate plans ● With support from the principal, development of School Improvement Plan ● Design and implement professional development and training for all staff (Teacher Inquiry Groups) ● Chair 504 meetings grades 9-11 ● Student Discipline for two grades	● Athletic Budget ● Organize fall, winter and spring sports schedules ● Adhere to all CIAC guidelines ● Organize transportation for all teams ● Maintain Coaching Handbook ● Manage training for coaches, including all building protocols ● Supervises athletic events ● https://caadinc.org/caadcalendar.pdf

	Complex Building Committee ●Liaison to Youth Manufacturing Program Initiative	● Student Handbook ● STAT Team ● Bullying & Title IX Investigations ● School Safety ● With support from the principal, development of School Improvement Plan ● Design and implement professional development and training for all staff ● Youth Diversion Board Participation ● Coordination of substance abuse prevention programming. ● Traffic Duty ● Lunch Supervision ● Support NEASC accreditation process ● Support case review meetings and referral process ● Support vertical alignment through cohesiveness with secondary team development leader ● Support implementation of specialty programming ● District MTSS work group ● Supports strategic scheduling and complex transitions between buildings	● BA Student Advisory Group ● Student Life Work Group Chair ● Peer Mentoring Co-Advisor ● Interview, hiring of new staff ● Bullying & Title IX Investigations ● School Safety ● Development of Master Schedule ● Student/Staff Handbook ● Standardized testing administration (CT-SAT, PSAT, NGSS, etc.) ● School Safety ● Attend Monthly Youth Coalition Meetings ● Youth Diversion Board Participation ● Coordination of substance abuse prevention programming. ● Traffic Duty ● NEASC ● District Work Groups: TEAM, Professional Growth and Development, Community Classroom Connections, District Wellness	

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	Danielle Bossie Assistant to the Administrators	**Unfilled** Financial Office Professional	**Debbie Mientus** Attendance Office Professional	**Kallie Candelaria** School Counseling Office Professional	**Brianna Alessio** School Counseling Office Professional
Assignments	• Office Manager • Coordinate substitutes and daily coverage • Reconciles absent management reports/timecards for biweekly payroll. • Maintains student discipline logs • Scheduling meetings, calendar for administrators and building use • Dispatches school security or administrators • Manages student obligations • Answers all general inquiry phone calls • Processes new hire transmittals • Onboarding of new hires • Inventories and supplies building keys • BA Website • Communicates important announcements on Parentsquare. Posts upcoming events, dates, etc as needed	• Receives school wide supply orders from teacher leaders and creates purchase orders using Munis • Checks in and validates all received orders to match with purchase orders. • Assists with securing supply quotes and vendors • Creates RFPs to pay building invoices • Pays sports, clubs, and student activity invoices • Maintains and reconciles student activity and scholarship accounts • MUNIS for building • Receives and tracks cash/check deposits • Pay to play coordinator • Responsible for building level My Payments Plus troubleshooting, account reconciliation and set up • Responsible for school wide supply inventory	• Maintain student attendance • Student attendance letters for truancy, 9th absence. • Attendance updates for admin/school counselors • School Messenger communication for parents/students • PowerSchool assistance for students/staff as needed • PowerSchool assistance for office professionals updating DAT tags for transcripts, form letters, object reports, etc. • Create new bell schedules in PowerSchool for shortened days, exams, etc to align with schedules for accurate attendance	• Schedules all 504 meetings for School Counselor's for school year- Maintaining record of all school counselors 504 case loads, reaching out to families to schedule meeting times, working with Administrative Assistant to schedule 504's ensuring an admin and general education teacher is at each, Creating invitation in CTSEDS, Sending Invitation to parents, Sending teacher reports, Rescheduling meetings as needed • New registrations- looking at registration and gathering records from previous schools, schedule shadowing, scheduling for them to meet their counselors and create their schedule,	• Program of Studies (collecting updated department sections and create the following year PoS) • PowerSchool point person • New registrations • Bozrah and Franklin students applications, shadowing and registrations • Student Withdrawals • Transcripts (Requests and creating) • Graduation (all communications to seniors, invitations, ordering diplomas, creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites, meeting and communicating with Project Graduation, collecting Project Grad

	• Processes outgoing seniors checklists • Orders, organizes and delivers cap and gowns • Assists in the planning and execution of graduation ceremony • Assists in school wide event planning and celebrations • Schedules field trips and transportation • Maintains personnel emergency contact information • Schedules RAPTOR emergency drills, troubleshoots staff issues, maintains drill records • General office professional duties that may include: answering phones, faxing, filing, mailings, answering emails, running reports, answering questions for parents, students and faculty	and ordering • Schedules printer/copier maintenance, yearly shredding and other services as needed • Assists in graduation planning and execution • Substitutes for attendance OP when needed. • General Office Professional responsibilities: answering phones, responding to emails, report requests by faculty, assisting students, issuing parking permits, troubleshooting for Parents/students/faculty • Make announcements on ParentSqare as needed	records and more importantly the ability to track students at all time. • Student parking permits spreadsheet.	• Student Withdrawals- completing Bacon withdrawal work and sending student records to new school. • Transcripts- printing current student transcripts as needed, completing all transcript requests by graduated students within 24-48 business hours- 238 requests for 25-26 school year • Graduation- all communications to seniors, mailing invitations, ordering diplomas, creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites, meeting and communicating with Project Graduation, collecting Project Grad forms collecting and teaching handicapped seating and parking passes, compiling and distributing ticket packets, working graduation ceremony • Supporting role in delivering school counseling curriculum and programming for students: Weekly Bobcat Block presentations to all grade levels throughout the year • Advertising and coordinating School Counseling Events (College Funding Night,	forms) • Supporting role in delivering school counseling curriculum and programming for students: Weekly Bobcat Block presentations to all grade levels throughout the year • Advertising and coordinating School Counseling Events (College Funding Night, FAFSA Night, Junior Planning Night, NACAC College Fair, Career Expo, Bacon College Fair- over 100 colleges attending) • Supporting BA Well at BA- running breakout groups, helping with check in, supervising activities, helping with the planning process • Create Clubs & Organizations reference guide including collecting club descriptions and meeting times from advisors • Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll, class rank) • Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) • Naviance (uploading transcripts, scheduling college visits, uploading

				FAFSA Night, Junior Planning Night, NACAC College Fair, Career Expo, Bacon College Fair- over 100 colleges attending) ● Supporting BA Well at BA- running breakout groups, helping with check in, supervising activities, helping with the planning process ● Create Clubs & Organizations reference guide including collecting club descriptions and meeting times from advisors ● Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll, class rank) ● Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) ● Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents, creating and enabling staff accounts) ● Honors with Distinction Breakfast- cross reference first three quarters of honor roll, compile list of students who received Honors with Distinction for all three quarters, mail	tests scores, trouble shooting for students/parents, creating and enabling staff accounts) ● Senior Award Night ● Scholarships (coordinating with donors, collecting and tracking applications) ● Sending out Class award sheets to teachers, collecting recipients, printing award certificates ● Ordering Plaques for plaque recipients ● Creating and ordering program ● Creating script ● Setting up auditorium for event ● Underclassmen Award Nights ● Organizing and coordinating outside awards- 25 awards given by colleges to outstanding students ● Sending out Class award sheets to teachers, collecting recipients, printing award certificates ● Ordering Plaques for recipients ● Creating and ordering program ● Creating script ● Setting up auditorium for event ● Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) ● Scheduling student meetings with

				invitations, reach out to local businesses for food donations, coordinate with cafeteria staff to order additional food and papergoods, reference past years of honor to determine who is receiving the award for the first time, compiling packets of academic letters and pins for recipients, creating and printing Honors with Distinction program ● American Legion Boys and Girls State Conferences- email nomination form to all juniors, compile results to determine winners, communicate winners to American Legion, provide winners with applications and directions ● Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) ● Scheduling student meetings with counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for parents/students/faculty) ● Management of current and past student records ● Issue working papers for students under 18 yrs old ● Organizing of student cumulative records (breaking down graduated Seniors into 50	counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for parents/students/faculty) ● Management of current and past student records ● Issue working papers for students under 18 yrs old ● Organizing of student cumulative records (breaking down graduated Seniors into 50 yr records and 7 year shred, removing & shredding 50 year files, organizing incoming freshman files) ● CT HOBY- prompting conference, organizing student submitted essays, collecting School Counselors' rankings of essays, sharing all information with winners on how to register ● Manage Securly for School Counseling Office (Approving and creating passes for students coming to the School Counseling Office, create appointments in Securly for the school counselors) ● Facilitating crisis response as needed

				yr records and 7 year shred, removing & shredding 50 year files, organizing incoming freshman files) ● Manage Securly for School Counseling Office (Approving and creating passes for students coming to the School Counseling Office, create appointments in Securly for the school counselors) ● Facilitating crisis response as needed	

2025-2026 Bacon Academy Roles and Responsibilities

	obligations ● Answers all general inquiry phone calls ● Processes new hire transmittals ● Onboarding of new hires ● Inventories and supplies building keys ● BA Website ● Communicates important announcements on Parentsquare. Posts upcoming events, dates, etc as needed ● Processes outgoing seniors checklists ● Orders, organizes and delivers cap and gowns ● Assists in the planning and execution of graduation ceremony ● Assists in school wide event planning and celebrations ● Schedules field trips and transportation ● Maintains personnel emergency contact information ● Schedules RAPTOR emergency drills, troubleshoots staff issues, maintains drill records ● General office professional duties that may include: answering phones, faxing, filing, mailings, answering emails, running reports, answering questions for parents, students and Faculty ● Pay to play coordinator	student activity invoices ● Maintains and reconciles student activity and scholarship accounts ● MUNIS for building ● Receives and tracks cash/check deposits ● Responsible for school wide supply inventory and ordering ● Schedules printer/copier maintenance, yearly shredding and other services as needed ● Assists in graduation planning and execution ● Substitutes for attendance OP when Needed. ● Student parking permits spreadsheet. ● General Office Professional responsibilities: answering phones, responding to emails, report requests by faculty, assisting students, issuing parking permits, troubleshooting for Parents/students/faculty	● PowerSchool assistance for office professionals updating DAT tags for transcripts, form letters, object reports, etc. ● Create new bell schedules in PowerSchool for shortened days, exams, etc to align with schedules for accurate attendance records and more importantly the ability to track students at all time. ● General Office Professional responsibilities: answering phones, responding to emails, report requests by faculty, assisting students, issuing parking permits, troubleshooting for Parents/students/faculty	creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites) ● Supporting role in delivering school counseling curriculum and programming for students (college fair, AP Testing, PSAT, Bobcat Block, 8th Grade visits) ● Update Clubs & Organizations reference guide ● Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) ● Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) ● Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents) ● Senior and Underclassmen Award Nights (organizing	

	● Responsible for building level My Payments Plus troubleshooting, account reconciliation and set up			outside awards and class awards, parent notifications, creating	

				certificates) ● Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) ● General Office Professional responsibilities (scheduling student meetings with counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for parents/students/faculty) ● Management of student records ● Issue working papers for students under 18 yrs old	